



## JOB DESCRIPTION

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**JOB TITLE:** Budget Manager

**DEPARTMENT:** Finance

**REPORTS TO:** Director of Finance

**DATE:** May, 2009

**EMPLOYEE UNIT:** Management & Confidential

**Supersedes:** August, 1998

**FLSA EXEMPT:** Yes

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**JOB SUMMARY:** Under the direction of the Director of Finance, the Budget Manager plans, manages, organizes, directs, supervises, and personally performs professional budgeting activities in accordance with the principles and procedures of public finance, budgeting, and budget control.

**CLASS CHARACTERISTICS:** This is a mid-management position, with full responsibility to perform complex professional level tasks related to budgeting and budget activities. This position has responsibility for design, maintenance, and oversight of the City and Redevelopment Agency budget system.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties are performed personally, in cooperation with the Director of Finance, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Manages, coordinates, and participates in the development of the City's annual budget.
2. Prepares revenue projections.
3. Develops preliminary and final budget documents.
4. Participates in budget hearings.
5. Analyzes revenue and expenditure variances relative to the adopted budget and prepares monthly management reports including recommendations.
6. Prepares five year revenue and expenditure projections.
7. Reviews staff reports relative to their budget impact and works with other managers to resolve problems and discrepancies.
8. Prepares various related staff reports, resolutions, and ordinances as required.
9. Implements, monitors, and evaluates budget policies and procedures, and makes recommendations as

necessary.

10. Provides expert and professional assistance and support to City management and staff on budget and other related matters.
11. Researches, analyzes, evaluates, and develops findings and makes recommendations involving complex budget and financial management issues.
12. Performs high level, complex special projects and studies as assigned.
13. Manages, updates, and maintains city-wide fee resolutions including coordinating fee studies for user, development processing, and impact fees.
14. Prepares reports and correspondence associated with projects and studies.
15. Makes presentations to City Council, its committees, and other agencies and organizations as needed.
16. Evaluates and formulates recommendations for enhancing the City budget development process and budget documents.
17. Reviews the capital improvement plan for consistency with the annual operating and capital budget.
18. Resolves problems and discrepancies with department representatives.
19. Manages cost allocation and fee analyses and works with consultants to produce related studies.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education & Experience:**

1. Possess a Bachelors degree from an accredited college in accounting, finance, business administration, public administration, or closely related field. Master's degree in a related field is desired.
2. Three years of responsible, professional experience in budgeting, accounting, or related finance field with at least one year of experience with local government including budget responsibilities. Additional local government experience is desired.

**Licenses & Certificates:**

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

**Knowledge of:**

1. Accounting, auditing, financial forecasting, and budgeting principles and practices.
2. Governmental accounting principles, applicable laws and regulations, and financial reporting practices.
3. Basic Management Information Systems applications for accounting functions.

4. Office management principles and practices.

**Skill in:**

1. Communicating effectively, both verbally and in writing.
2. Performing complex analytical activities.
3. Maintaining accurate records and making accurate arithmetic calculations.
4. Working on several assignments simultaneously, setting priorities, meeting deadlines, and working independently within established guidelines.
5. Use of common office software including Microsoft Office and applicable specialized finance software applications.
6. Providing outstanding customer satisfaction (internally and externally).

**Ability to:**

1. Understand and interpret City, State, and Federal laws pertaining to governmental accounting and budgeting.
2. Examine and verify financial documents and reports.
3. Analyze complex problems, evaluate alternatives and implement creative recommendations.
4. Establish and maintain effective working relationships with those contacted in the course of the work.
5. Use independent judgment, within established guidelines, in the course of undertaking assigned responsibilities.
6. Organize work, set priorities, meet deadlines, and complete assignments with minimal supervision.
7. Communicate effectively, both verbally and in writing.

**PHYSICAL DEMANDS:** Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

**WORK ENVIRONMENT:** Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The work environment is generally indoors in a temperature-controlled office; some travel is required.
2. Noise level in the work environment is usually moderate.